

Element Performance Inspection (EPI)

2.1.3 Distribution (Manuals) (AW / OP)

Purpose of this Element (Air Carrier's responsibility):

To distribute accepted/approved manuals.

Objective (FAA responsibility):

To determine if the Air Carrier follows its procedures and controls for the Manual distribution process.

Specific Instructions for this EPI:

The inspector should accomplish a review of an Air Carrier's manual distribution policies and procedures. The inspector will determine if the manuals at the inspection location have been distributed in accordance with the Air Carrier's policies and procedures. The inspector may discuss with the appropriate personnel the manual distribution process to determine if they understand their responsibilities.

"Manuals" included in this EPI comprise of manufacturer's manuals, service bulletins, microfilm tapes, manuals on CDs, and any other mediums used.

Related EPIs:

- 1.1.1 Aircraft Airworthiness (AW)
- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 1.3.7 Outsource Organization (AW)
- 2.1.1 Manual Currency (AW / OP)
- 2.1.2 Content and Consistency Across Manuals (AW / OP)
- 2.1.4 Availability (Manuals) (AW / OP)
- 2.1.5 Supplemental Operations Manual Requirements (AW / OP)
- 3.1.2 Flight Attendant Duties / Cabin Procedures (OP)
- 3.1.9 Aircraft Performance Operating Limitations (OP)
- 5.1.1 Line Stations (AW)

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To meet this objective, the inspector will accomplish the following tasks (at the inspection locations where applicable):

1. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this EPI.
2. Review the associated SAI, with emphasis on the Controls Attribute section.
3. Review the Manual Distribution policies and procedures.
4. Assess the results of the Manual Distribution process.

To meet this objective, the inspector will answer the following questions:

1. Was the following performance measure met:

1.1 The Air Carrier provided copies of required manuals to appropriate ground, operations, maintenance personnel, crewmembers, and FAA.

☐ YES If no, explain:
☐ NO

2. Were the Manual Distribution procedures followed?

☐ YES If no, explain:
☐ NO

3. Were the Manual Distribution controls followed?

☐ YES If no, explain:
☐ NO

4. <Deleted>

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SUPPLEMENTAL INFORMATION

SRRs:

- 14 CFR 121.137 (a–c), “Distribution and availability.”
- 14 CFR 121.360 (b) “Ground proximity warning/glide slope deviation alerting system.”

Other CFRs and FAA Guidance:

- 14 CFR 119.65 (e), “Management personnel required for operations conducted under part 121 of this chapter.”
- 14 CFR 121.135 (a-c), “Manuals: Contents”.
- 14 CFR 121.141 (b), “Airplane Flight Manual.”
- 14 CFR 121.360(b), “Ground proximity warning/glide slope deviation alerting system.”
- 14 CFR 121.369 (a, b), “Manual Requirements.”
- FAA Order 8300.10, Vol. 2, Chap. 3, Sect. 1, Par. 15, “Category II Maintenance Manual Requirement.”
- FAA Order 8300.10, Vol. 2, Chap. 63, Sect. 2, Par. 5, “Evaluate General Manual Requirements.”
- FAA Order 8400.10, Vol. 3, Chap. 15, Sect. 1, Par. 2083, “Review of Manuals.”
- FAA Order 8400.10, Vol. 3, Chap. 15, Sect. 2, “Approval and Acceptance of Manuals and Checklists.”
- FAA Order 8400.10, Vol. 3, Chap. 15, Sect. 2, Par. 2103, “Phase Two: Preliminary Review.”
- FAA Order 8400.10, Vol. 6, Chap. 2, Sect. 6, Par. 205, “Procedures for Reviewing Operations Manuals.”
- Federal Register: 60 FR 65832, “Commuter Operations and General Certification and Operations Requirements.” Dec. 20, 1995.
- Refer to Advisory Circulars using a search engine (such as ATP Navigator or Summit).